

Process: GMGRANTD is used to display all details for a grant, including validity dates, person(s) responsible for the grant, OSPA/SPA contact information, reporting requirements, etc. Any questions about information displayed on the grant may be addressed to the individuals listed as the RA (Research Administrator), FA (Financial Administrator), or CGO (College Grant Officer) on the **Grant Responsibility** tab.

Role: Authorized Users

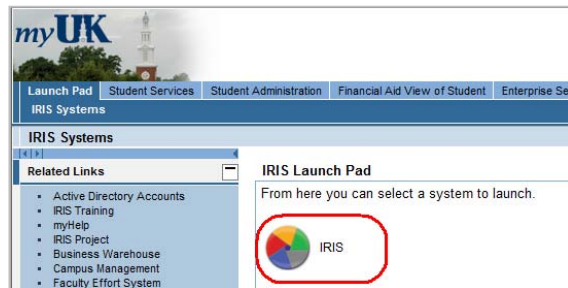
Frequency: When needed

Enter the Transaction

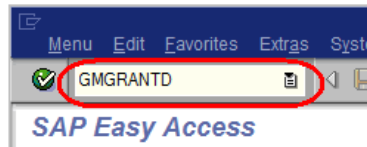
Log into *myUK*

Note: To log into the *myUK* system, please refer to the **Log On Through the myUK Portal** quick reference card located at http://myhelp.uky.edu/rwd/HTML/QRC/QRC_LogOn_Portal.pdf

Click **IRIS**



Either type **GMGRANTD** in the **Command** field



OR

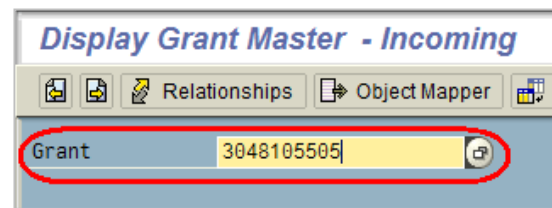
Double-click on **GMGRANTD** in your **Favorites** folder

Note: To add a transaction code to your **Favorites** folder, refer to the **IRIS Navigation** quick reference card located at http://myhelp.uky.edu/rwd/HTML/QRC/QRC_Navigation.pdf



Search for the Grant

Enter the number of the grant, if known, in the **Grant** field

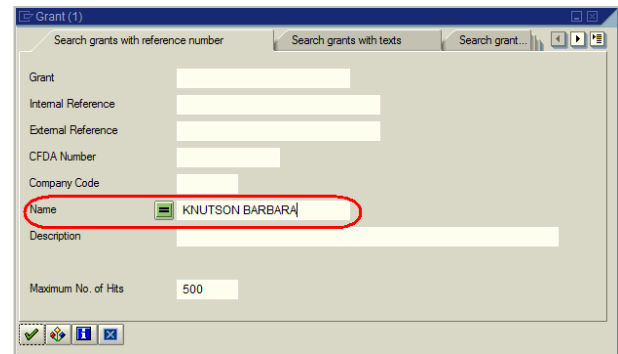
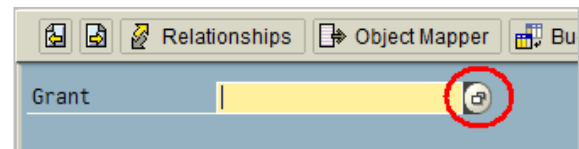


If the number of the grant is not known, to search by the PI's name, use the following steps:

- Click **Possible Entries** in the **Grant** field
- In the **Name** field, enter the PI's last name, then first name in ALL CAPS (a wildcard * may be used for searching)

Note: Do not enter a comma between the last and first name.

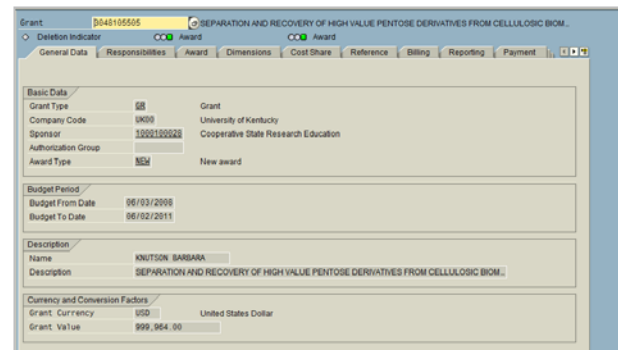
- Click **Continue** or press **Enter**
- When the list of grants appear, double-click on the appropriate grant to select it



Grant	Internal Reference	External Reference	CFDA	CoCd	Name	Description
3045261900	20	BES-9817099	47.041	UK00	KNUTSON BARBARA	
3048595400	20	KSEF-148-502-02-17	99.999	UK00	KNUTSON BARBARA	KSEF R&D EXCELL
3048760800	200304201510	P/O 4000507378	93.286	UK00	KNUTSON BARBARA	PERFLUOROCARD
3048076400	200605041453	PRF 48138-AC10	99.999	UK00	KNUTSON BARBARA	SYNTHESIS, TUNIN
3048104744	200711270914	68-3A75-7-608	81.087	UK00	KNUTSON BARBARA	Replaced by 304810
3048104978	200801080857	PO2 127 0800018657.2	99.999	UK00	KNUTSON BARBARA	SEPARATION AND I
3048105505	200903051530	2009-10001-05106	10.312	UK00	KNUTSON BARBARA	SEPARATION AND I

Press **Enter** to display the grant information

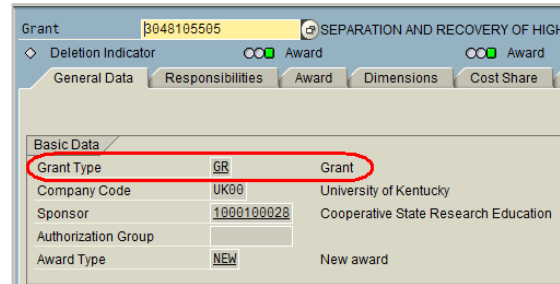
Note: Press **Enter** each time you enter a new account number in the **Grant** field to pull up the master data for the grant.



General Data Tab

Grant Type

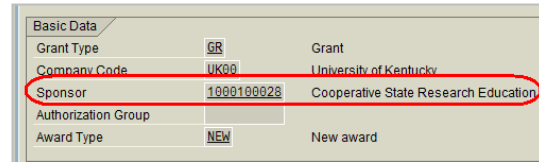
- Describes the award instrument or some identifying element of the grant
- Grant types are most commonly
 - AG – Agreement
 - CA – COOP Agreement
 - CB – Cash Basis Project
 - CO – Contract
 - GR – Grant
 - HO – Human Clinical Trials, Phase 1 or 2
 - HC – Human Clinical Trials, Phase 3 or 4
 - PO – Purchase Order
 - SG - Subgrant



Grant		3048105505	SEPARATION AND RECOVERY OF HIGH...
Deletion Indicator	COO	Award	COO Award
General Data Responsibilities Award Dimensions Cost Share			
Basic Data			
Grant Type	GR	Grant	
Company Code	UK00	University of Kentucky	
Sponsor	1000100028	Cooperative State Research Education	
Authorization Group			
Award Type	NEW	New award	

Sponsor

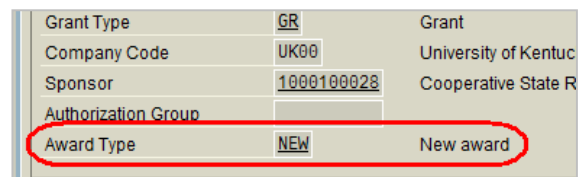
- Identifies the sponsor of the grant



Basic Data			
Grant Type	GR	Grant	
Company Code	UK00	University of Kentucky	
Sponsor	1000100028	Cooperative State Research Education	
Authorization Group			
Award Type	NEW	New award	

Award Type

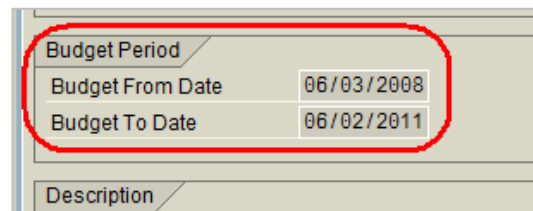
- Identifies if this is a new award, non-competing segment, competing segment, etc.



Grant Type	GR	Grant	
Company Code	UK00	University of Kentuc	
Sponsor	1000100028	Cooperative State R	
Authorization Group			
Award Type	NEW	New award	

Budget Period

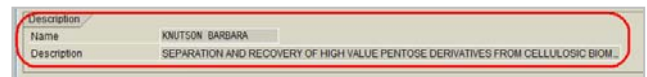
- Details the dates within which all expenses must be incurred
- Incurred for this purpose would indicate receipt and use of purchases within this period of time
- Items encumbered but not yet received are not allowed to remain on grant as they could not have been used to benefit the project outside of those dates



Budget Period		
Budget From Date	06/03/2008	
Budget To Date	06/02/2011	
Description		

Description

- The name of the project as indicated on the internal approval form (IAF)



Description	
Name	KNUTSON BARBARA
Description	SEPARATION AND RECOVERY OF HIGH VALUE PENTOSE DERIVATIVES FROM CELLULOSIC BIOM...

PI Grant Display



Grant Value

- Indicates the total awarded amount for the budget period indicated

Award Tab

Budget Rule

- Determines how the budget is controlled in the system

Previous Number (if applicable)

- Contains the previous account number of the grant

ARRA Flag

- If checked, indicates that this grant contains funds received from the American Recovery and Reinvestment Act (Stimulus money)

Award Received Flag

- If checked, indicates that the fully signed agreement has been received

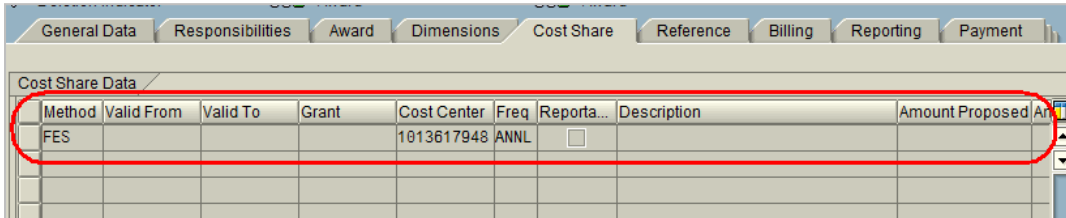
Responsibilities Tab

- Should contain the IDs of all individuals in the Office of Sponsored Projects Administration (OSPA) and Sponsored Projects Accounting (SPA) that administer the grant
- Should contain the PI, Co-investigator, College Grant officer, and business officials in the department and college that may need to be notified about issues concerning this project
- OSPA individual RA and SPA individual FA should also be notified about issues concerning their project

Res...	Description	Type	Object type	ID	Name	Valid from	Valid to
AA	Administrative Assistant - OS	US	User	TSMAS02	Patricia S Mason	06/03/2008	12/31/9999
CGO	College Grants Officer	US	User	JJHARD2	Jason J Hardin	06/03/2008	12/31/9999
FA	Financial Administrator - SPA	US	User	MATCH2	Misty Atchison	01/01/1900	12/31/9999
PI	Principal Investigator	US	User	BKNUT2	Barbara Knutson	01/01/1900	12/31/9999
RA	Research Administrator - OS	US	User	JEHAJN0	John E Hajner	06/03/2008	12/31/9999

Cost Share Tab

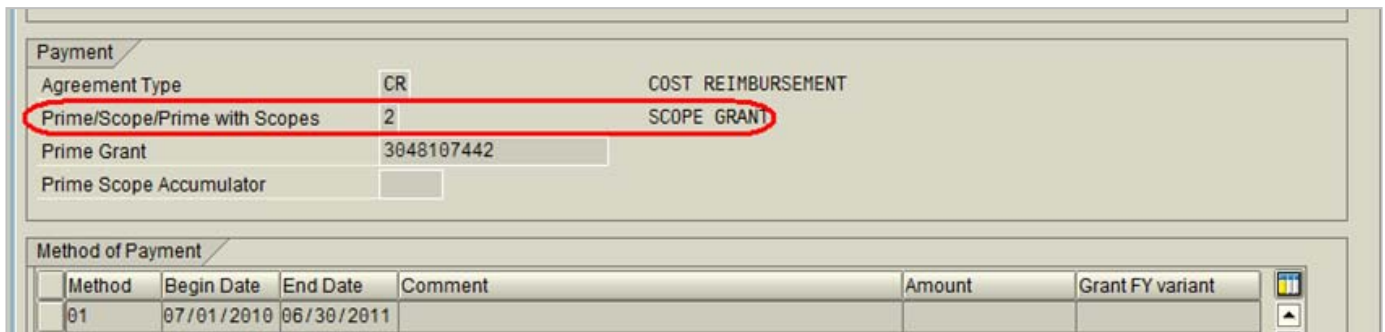
- Details the type and dollar amount of cost share committed for this project
- Information should be verified to determine that cost sharing expenses are also being recorded as required by the awarded agreement



Method	Valid From	Valid To	Grant	Cost Center	Freq	Reporta...	Description	Amount Proposed
FES				1013617948	ANNL	<input type="checkbox"/>		

Payment Tab

- Prime grant is prime account tied to each project
- If the indicator is 2 scope grant, then the prime grant will be the main grant associated with that scope project(s).



Payment

Agreement Type: CR COST REIMBURSEMENT

Prime/Scope/Prime with Scopes: 2 SCOPE GRANT

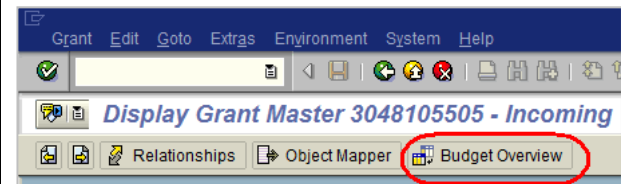
Prime Grant: 3048107442

Method of Payment

Method	Begin Date	End Date	Comment	Amount	Grant FY variant
01	07/01/2010	06/30/2011			

Grant Budget Overview Tab

To access an overview of the grant's budget, click **Budget Overview**

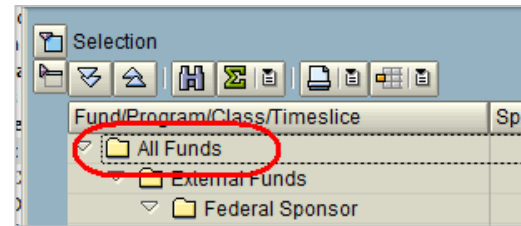


Note: The **GM Budget Overview** screen will display

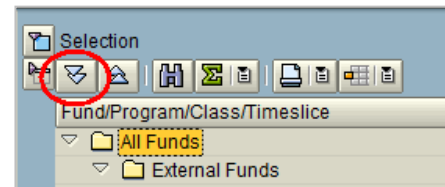


Fund/Program/Class/Time/Space	Sp. Class	Desc	Sp. Direct	Actuals	Delta	InFundRat	Fund
All Funds			1,999,926.00	848,293.07	1,151,634.93	0.00	
External Funds			1,999,926.00	848,293.07	1,151,634.93	0.00	0226000000
Federal Sponsor			1,999,926.00	848,293.07	1,151,634.93	0.00	0226000000
Expense			999,964.00	320,792.05	679,171.35	0.00	0226000000
Chem Mat Eng-Res SP			999,964.00	320,792.05	679,171.35	0.00	0226000000
Released			999,964.00	320,792.05	679,171.35	0.00	0226000000
Revenue			999,964.00	527,500.42	472,463.58	0.00	0226000000
Chem Mat Eng-Res SP			999,964.00	527,500.42	472,463.58	0.00	0226000000
Released			999,964.00	527,500.42	472,463.58	0.00	0226000000

Click **All Funds** to highlight



Click the **Double Drop-Down** button to display the budget



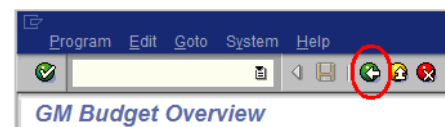
Note: The budget will display with the sponsored class number, actual name, and budgeted amount in that sponsored class.

GM Budget Overview

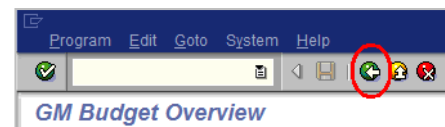
Fund/Program/Class/Timeslice	Sp. Class	Desc.	Sp.Direct	Actuals	Delta	IntFundRel	Fund
All Funds			1,999,928.00	848,293.07	1,151,634.93	0.00	0.00
External Funds			1,999,928.00	848,293.07	1,151,634.93	0.00	0.00
Federal Sponsor			1,999,928.00	848,293.07	1,151,634.93	0.00	0226000000
Expense			999,964.00	320,792.65	679,171.35	0.00	0226000000
Chem Mat Eng-Res SP			999,964.00	320,792.65	679,171.35	0.00	0226000000
Released			999,964.00	320,792.65	679,171.35	0.00	0226000000
010[06/03/2008-08/31/2011]			999,964.00	320,792.65	679,171.35	0.00	0226000000
Direct Salary & Benefits	E511000	Direct...	54,748.00	0.00	54,748.00	0.00	0226000000
Student Salary & Benefits	E513000	Stude...	330,023.00	0.00	330,023.00	0.00	0226000000
Sub-contract < \$25K	E530200	Sub-c...	25,000.00	25,000.00	0.00	0.00	0226000000
Sub-contract > \$25K	E530201	Sub-c...	175,000.00	105,766.00	69,234.00	0.00	0226000000
Direct Current Expenses	E530300	Direct...	44,028.00	0.00	44,028.00	0.00	0226000000
Equipment	E550000	Equip...	190,027.00	190,026.65	0.35	0.00	0226000000
Computing Hardware	E550010	Comp...	0.00	0.00	0.00	0.00	0226000000
F&A Costs	E590020	F&A C...	181,138.00	0.00	181,138.00	0.00	0226000000
Revenue			999,964.00	527,500.42	472,463.58	0.00	0226000000
Chem Mat Eng-Res SP			999,964.00	527,500.42	472,463.58	0.00	0226000000
Released			999,964.00	527,500.42	472,463.58	0.00	0226000000
010[06/03/2008-08/31/2011]			999,964.00	527,500.42	472,463.58	0.00	0226000000
Direct Sponsor Revenue	R415000	Direct...	818,826.00	527,500.42	291,325.58	0.00	0226000000
F&A Cost Recovery	R475000	F&A C...	181,138.00	0.00	181,138.00	0.00	0226000000

Exiting GMGRANTD

To return to the grant overview screen (GMGRANTD), click **Back**



To return to the **SAP Easy Access Menu**, click **Back**

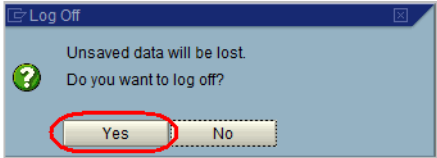
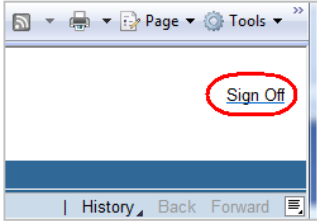


Logging Out of the System

Click **Close** to close IRIS/SAP



PI Grant Display

<p>When the system message appears, click Yes</p>	 <p>A screenshot of a 'Log Off' dialog box. The text inside reads: 'Unsaved data will be lost. Do you want to log off?'. There are two buttons: 'Yes' and 'No'. The 'Yes' button is circled in red.</p>
<p>If you are finished with the <i>myUK</i> portal, click Sign Off</p>	 <p>A screenshot of a web browser window. The browser's address bar shows 'Page' and 'Tools' menus. In the main content area, there is a 'Sign Off' button circled in red. The browser's status bar at the bottom shows 'History', 'Back', and 'Forward' buttons.</p>